

Registration Information

Registration Begins:

- Resident/Member Mail, Fax, Walk-in, Phone, Internet:
Thursday, December 11, 8:30 a.m.
- Non-resident/Non-member Mail, Fax, Walk-in, Phone, Internet;
Thursday, December 18, 8:30 a.m.

Registration Deadlines:

- The registration deadline for all activities is two weeks prior to the start of the class unless otherwise noted.
- Programs may be cancelled if registration is insufficient. If a program is cancelled, we will contact you. You may then select an alternate program, request a credit or a refund.
- Late registrations will be accepted if space is available.

Registration Form and Payment:

- Complete the registration form. You may combine recreation activity fees in one check, made payable to the City of Rockville. Note: \$35 returned check charge.
- Visa and MasterCard also are accepted for payment.

Credits and Refunds:

- Credits to the family account will be made automatically should staff cancel a course.
- Requests for a refund/credit must be in writing, only will be issued for medical reasons and must be accompanied by a letter from your doctor. Refunds will be subject to the following administrative fees: Classes: \$10; Childcare: \$50; Senior Programs: \$10; Sports Leagues: \$100; Trips: \$10. No fee will be charged if family account is credited or if transferred to another program. Refunds will be prorated if program has started. Only credits will be given for registrations under \$20 (exception: Senior programs).

Transfers:

- Requests are subject to availability. All requests must be in writing. Registrations cannot be transferred from one registrant to another due to waiting lists. A \$25 fee will be assessed for child care programs.

Discounts:

- Multiple class discounts may not be combined. Only one discount will be applied per person/per registration (select multiple class discount or senior discount).

Facilities:

- Program locations may be changed due to MCPS facility availability.

Rockville Youth Recreation Fund:

- Financial assistance is available to City residents. Refer to page 68 or call 240-314-8620 for more information.

Satisfaction Guarantee:

- The Department is committed to providing quality programs and facilities. If you are unhappy with our services, we want to know! We will suggest another program for you to try, or if you prefer, we will give you a full credit or refund your money. That's our "Customer Satisfaction Guarantee."

Five Easy Ways to Register!



Most convenient method.
Available 24 hours a day 7 days a week.



1. Online: www.rockvillemd.gov
click on



2. Telephone: 301-762-4284



3. Fax to:

- Rockville City Hall - 240-314-8659
- Rockville Municipal Swim Center - 240-314-8759
- Rockville Senior Center - 240-314-8809
- Croydon Creek Nature Center - 240-314-8779
- Lincoln Park Comm. Center - 240-314-8789
- Twinbrook Comm. Rec. Center - 240-314-8839



4. Mail to:

- Rockville City Hall, Dept. of Rec. & Parks
111 Maryland Ave., Rockville, MD 20850
- Rockville Municipal Swim Center
355 Martins La., Rockville, MD 20850
- Rockville Senior Center
1150 Carnation Dr., Rockville, MD 20850
- Croydon Creek Nature Center
852 Avery Rd., Rockville, MD 20851
- Lincoln Park Comm. Center (LPCC)
357 Frederick Ave., Rockville, MD 20850
- Twinbrook Comm. Rec. Center (TCRC)
12920 Twinbrook Pky., Rockville, MD 20851



5. Walk-In:

- City Hall, Swim Center, Senior Center, TCRC, LPCC & Croydon Creek Nature Center.
Monday through Friday, 8:30 a.m. - 4:30 p.m.

CITY OF ROCKVILLE REGISTRATION FORM - Winter 2008-09**FAMILY INFORMATION:**

Home Family Phone # _____

MAIN CONTACT:

(last) _____ (first) _____ DOB: / / Sex: M/F

Family Address: _____
(street) (apt.#) (city & state) (zip)

E-mail Address: _____ Business Phone # _____

SECOND FAMILY CONTACT:

(last) _____ (first) _____ DOB: / / Sex: M/F

Address: _____
(street) (apt.#) (city & state) (zip)

Home Phone # _____ Business Phone # _____

EMERGENCY CONTACT: (other than parent or adult participant)

(first) _____ (last) _____ Phone _____

PROGRAM PARTICIPANT:

(last) _____ (first) _____ DOB: / / Sex: M/F

School Attending (if applicable) _____ Grade _____ (2008-09)

Course # _____ Course Name: _____ Fee \$ _____

Course # _____ Course Name: _____ Fee \$ _____

By registering for a City of Rockville activity, the participant agrees to the "Release, Waiver, Assumption of Risk and Consent" on page 69 of the Winter, 2008-09 Recreation Guide.

Course fee includes contribution to Youth Recreation Fund, \$1 for classes \$25-\$99 and \$2 for classes \$100 and over.

METHOD OF PAYMENT:

Subtotal \$ _____

Coupon/Gift Certificate \$ _____

Discount: _____ Rec. Fund _____ Sr. Ctr. Member _____ Multi-Course \$ _____

Additional Contribution to Recreation Fund \$ _____

TOTAL AMOUNT \$ _____

____ Visa ____ MasterCard ____ Check # _____ (payable to "City of Rockville")

Credit Card# _____ Exp. ____/____

Signature: _____

Office Use Only: Circle mail in - walk in - fax - drop off check _____ cash _____ charge _____ Other _____

Processed by: _____ Date Processed: _____ Total Paid: \$ _____

Fax to: 240-314-8659